

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: Southside
 Period: March, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(7)Preparation of draft for mtg. W/Sheriff&E-911	Amelia		8	2.75	Current Status and funding for PSAP
(7)Regional Mtg. Agenda/info from meeting	Amelia			0.5	Reviewed w/Sgt. Almarode
(8)Map Alltel tower info	Amelia		9.25	0.5	
(8)Prepare County map w/Tower info	Amelia			2	Complete map showing all tower info
(10)Status Report for Amelia Board	Amelia		16.75	7.5	Copy delivered to Sgt. Almarode
(10)Resolve WSP/LEC delays Plan of Action	Amelia			3.25	Resolution dates established
(10)Mtg. W/Sheriff Weaver & Sgt. Almarode	Amelia			2.25	Reviewed Phase I status
(10)Reviewed Voice logging equipment	Amelia			0.5	Voice Print being used successfully
(10)Addressing for County is inadequate/incorrect	Amelia			1	Spoke to Steve Marzolf/Sgt. Almarode
(4)Update on wireless call percentage	Brunswick		2.25	0.25	Spoke to Shirley Boardnax
(5)Follow-up on CPE contract status	Brunswick		6.5	1.25	Tom Griffith/Verizon County Attorney
(8)Update cell tower info	Brunswick		15.75	1.5	Info from TCS/Sprint
(10)Work through installation delays	Brunswick		18.5	4.75	On-site and Plan of Action developed
(10)Status updates T-Mobile/Alltel	Brunswick			0.75	Correspondence/phone follow-ups
(10)Resolve call accounting issues	Brunswick			0.75	Contacted PSAP Shirley Broadnax
(8)Cell tower update	Charlotte		5.5	0.25	Contacted Lisa Meyers
(10)Update on deployment/testing/Plan of Action	Charlotte		9.25	1.75	Contacted Lisa Meyers ref US Cellular/TCS
(5)Review contract/agreements for CPE	Cumberland		14.75	3.5	Contact PSAP/Kelly Curd, Sprint
(7)Prepare for mtg. W/ County Administration	Cumberland		4.5	1.5	Contract/CPE staus/installation
(8)Review /map data for Verizon/US Cellular	Cumberland		5	1.5	Povided info to Paula Ellison
(9)Mtg w/County Administrator	Cumberland		3.25	3.25	Staus report/Installation of wireless trnks 4/8/03
(13)Scheduled Training for E-911 Coordinator	Cumberland		1	1	Reviewed trng and established needs
(3)WSP letters rescinding request	Dinwiddie		3	2.5	Letters sent to Denise Absher for review
(8)Request Boundary Verification/Inventory Packet	Dinwiddie		6.75	0.5	Contacted Denise Absher/Kelly Davis

(10)Extension request Phase I for County	Dinwiddie		1.25	1	Reviewed status Denise Absher/Mel Sheridan
(10)Contacted Marilyn H./Nextel	Dinwiddie			0.25	Ref status and request for service
(8)Cell tower update info	Farmville		0.5	0.5	Contacted Sgt. Wood w/update
(1)Notified that construction RFP released	Halifax		6.75	0.75	Reviewed with Allen Bober
(5)Review and track Non-disclosure info	Halifax		4	3	Documents reviewed/follow-up drafted
(8)Contacted PSAP/Alltel ref. Cell data	Halifax		0.25	0.25	Alltel needed non-disclosure signed
(10)Review Plan of Action for schedule dates	Halifax		3.25	2.25	Board selected contractor/Begin 4/7
(8)Create map w/ cell tower info updates	Lunenburg		3.75	2	Input from Alltel/Sprint
(14)Coordinate testing/cutover w/Alltel	Lunenburg		34.5	4.25	Issues resolved by updating software
(5)Verizon LOA correspondence	Mecklenburg		4.75	0.25	Paul Fleshood/Verizon fax response
(8)Verify/update tower location information	Mecklenburg		5	2.75	Bryce Shulty/Mark Simonton/Linda Cage
(9)Current delays w/Buggs Island	Mecklenburg		17.25	0.5	Emmy Isabell/Sprint ref Trunk issues
(10)Conference call ref delays/implementation CPE	Mecklenburg		8.75	1.25	Paul Fleshood&Walt Meier/Verizon
(10)On-site w/Linda Cage PSAP status/delays	Mecklenburg			1	Review of new installation dates
(1)Prepare report pkg. for E-911 Committee on CPE	Nottoway		39.75	10.75	Upgrade CPE from Liberty System
(8)Logged Sprint tower info	Nottoway		4.25	0.5	Updated information
(8)Letter to Gloria Gray ref call routing form	Nottoway			0.5	Form to be reviewed/completed
(10)PSAP readiness status	Nottoway		8	0.75	Contacted Aston Cole/Emmy Isabell
(3)Research and write WSP extension Letters	Region		33.5	3.25	Updated request letters
(4)Research Grant funding opportunities for PSAPs	Region		172.25	4	Funding for CPE upgrades/back-up PSAP
(7)Request contact information Kelly Davis/Intrado	Region		156.5	0.25	Added to PSAP updates
(7)Develop & send agenda for Regional Mtg.	Region			1.5	All PSAPs sent info.
(8)Correct/verify/research/map tower info pkg.for mtg.	Region		214.5	76.5	Contacted PSAPs/WSPs for info
(10)Update PSAP books w/ current status	Region		253.75	2.25	Entered new info into books/schedule calendars
(10)Correspondence/TC/email on delays/solutions	Region			4	PSAPs/WSP/LEC contacted
(10)Coordinate Plan of Action mtg. W/TCS	Region			1.25	Advise of need for solutions
(10)Set dates/times for status calls&preparation	Region			8	WSP/LEC/PSAPs
(10)Status calls WSP/Third Parties/PSAPs	Region			12	WSP/LEC/PSAPs
(10)Develop Plan of Action to address delays	Region			8.75	To be presented to PSAPs April mtg.
(10)Follow-up on correspondence on status calls	Region			6	WSP/LEC/PSAP tasking of details for completion
(10)Review CMRS and update pending files	Region			3.5	Update all PSAPs/WSP statuses
(10)Review status of region w/Aston Cole TCS	Region			2	Advised of Plan of Action to address issues
(10)L.Fleck/Aston Cole/Steve Marzolf calls	Region			1.5	TCS notified of call routing plan for region
(10)Review Phase I implementation status	Region			4.5	Adjust schedule/id delays/solutions
(11)Review agenda and materials for regional mtg.	Region		273.25	1	

CPE implementation delays Brunswick/Mecklengurg	Work with PSAP/LEC to resolve	New dates requested for implementation resolution
Nottoway CPE upgrade	Board approval required	